The approval of a new prefix is not guaranteed. You must provide a thorough rationale explaining the need for a new, different prefix than those your department and college already owns. Your proposal liaison will communicate with you on the final decision.  **Along with the request form, you will need to include the following if applicable:**

1. Spreadsheet listing courses currently in the approval queue requiring the new prefix (include original prefix, course number, and title)
2. Spreadsheet listing existing courses to which the department would add the new prefix as a cross-list option (include current prefix, course number, and title)

Some Curricular Affairs guidelines for prefix requests:

* your new prefix should be aligned with the department or college unless there is a good rationale for creating a program/plan specific code
* consider prefixes that already exist in your college; not every plan needs a new/different prefix
* CA will approve program specific prefix requests for GIDPs

**Requesting College and Department:**

**Prefix Academic Owner #:**

**Program prefix is related to:**

 **Prefixes already owned by College or Department** (please contact us if you need assistance gathering this info):

**Rationale for creating new, additional prefix:**

**Prefix desired (limit of 4 characters):**

**Attach an Excel list of existing courses you wish to have converted to the new prefix, if approved.** (Once the course catalog has been published, course modifications requesting the new prefix will be effective the following term).

Program Director Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Program Director Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department Head Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department Head Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dean/Associate Dean Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dean/Associate Dean Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_